

*Embassy of the United States of America
Port of Spain, Trinidad, W.I.*

Career Opportunity

The Embassy of the United States of America is seeking an individual to fill the position of:

PUBLIC AFFAIRS SPECIALIST

All ordinary resident applicants must have the required work and/or residency permits to be eligible for consideration.

PLEASE GO TO PAGES 2 - 4 OF THIS DOCUMENT FOR
ADDITIONAL INFORMATION.

UNSUITABLE APPLICATIONS WILL NOT BE ACKNOWLEDGED.

BASIC FUNCTION OF POSITION

The incumbent will primarily be responsible for assisting and supporting the Public Affairs Officer with media relations and the administration of the Public Affairs Section. This function will include recommending and organizing projects, as it relates to the Strategic Plans, maintaining key contacts with editors, other senior media personnel, and host country Ministers and Permanent Secretaries.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item:

- 1 **EDUCATION:** A first degree in one of the following disciplines: communications, journalism, International Relations, liberal arts and Marketing required.
- 2 **WORK EXPERIENCE:** Seven (7) years of progressively professional experience with at least three (3) years experience in public affairs, communication or media required.
- 3 **LANGUAGE PROFICIENCY:** Level IV English ability (Fluency) reading, writing and speaking required.
- 4 Working knowledge of the host country politics, media, economic, social and educational structure required.
- 5 Proficiency in the use of Microsoft Office Suite mainly Word, Excel, Outlook and Internet including social medial platforms required.
- 6 Strong interpersonal and communication skills with the ability to maintain contacts at various levels in cultural, governmental, media and educational circles required.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

- A current resume or curriculum vitae along with the following information.
Failure to include the following information will result in an incomplete application:

1. Position Title
2. Dates Available for Work
3. First, Middle & Last Names as well as any other names used
4. Date and Place of Birth
5. Current Address, Day, Evening, and Cell phone numbers
6. U.S. Citizenship Status (Yes or No) & Status of permanent U.S. Resident (Yes or No; if yes, provide number)
7. U.S. Social Security Number and/or Identification Number
8. Eligibility to work in the Country (Yes or No)
9. Special Accommodations the Mission needs to provide
10. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
11. Days available to work
12. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
13. U.S. Eligible Family Member and Veterans Hiring Preference
14. Education
15. License, Skills, Training, Membership, & Recognition
16. Language Skills
17. Work Experience
18. References

SUBMIT APPLICATION TO

Applications must be submitted no later than close of business June 13, 2011 to:

(Public Affairs Specialist)
Human Resources Management Office
United States Embassy
15 Queen's Park West
Port of Spain

The U.S Embassy in Port of Spain is an Equal Opportunity Employer

Applicants desirous of acknowledgement of receipt of their application are required to include a duplicate covering letter and a self-addressed stamped envelope with their application.